

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
F: 315.454.8757

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, January 15, 2016, 12:00 p.m. – 2:00 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call
2. [Reading and Approval of Minutes from the November 13, 2015 Regular Meeting](#)
3. Briefing:
 - Mr. Bart R. Johnson, Federal Security Director, Transportation Security Administration
4. [Executive Director's Report](#)
5. Old Business
6. New Business
 - [Resolution Adopting Board Member Written and Electronic Communication Policy](#)
 - [Resolution Adopting FOIL Procedures](#)
 - [Resolution Adopting Board Development Committee Charter](#)
 - [Resolution Appointing Dr. Shiu-Kai Chin as Finance Officer](#)
7. [Standing Committee Reports/Supporting Materials/Correspondence](#)
8. Adjournment

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.



Regular Meeting

Friday, January 15, 2016

12:00 p.m.

Syracuse Hancock International Airport

Syracuse Regional Airport Authority

Board Room

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority November 13, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 13, 2015 @ 12:07 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Hon. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. John B. Johnson Jr.
Ms. Beth Rougeux
Ms. Irene Scruton
Hon. Damian Ulatowski

Members Absent:

Mr. Patrick Mannion
Hon. Michael Quill
Mr. William Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer Sweetland
Mr. R. John Clark
Mr. John McCann
Mr. Christopher Randall (RAB)

Roll Call

As noted, all Board members were present, except for Mr. Patrick Mannion, Hon. Michael Quill, Mr. William Simmons.

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved to accept the minutes from the September 11, 2015 meeting.

The motion was approved 8 ayes, 0 nays.

Presentation:

- Mr. Bart R. Johnson, Federal Security Director, Transportation Security Administration

Executive Director's Report

Ms. Callahan reviewed her report that was included in the meeting packet.

- *Mr. Johnson asked how many flights were delayed due to the arrival of the Vice President. Ms. Callahan stated that the total time of the Airport shutdown was approximately 20 minutes. Ms. Callahan explained that the Airlines are informed and adjust their schedules accordingly.*
- *Ms. Callahan reached out to Dr. DeSiato for any career fairs that they may offer and also for the airport arts program.*
- *Ms. Rougeux asked about the staffing with Republic Parking, specifically if they hired any of the employees that are currently employed at the airport under the old parking company. Ms. Callahan stated that they do interview the existing employees. Ms. Callahan also updated the Board about a loyalty program that Republic Parking offers, points are earned and then can be used toward future parking. This is just one of the new products that they will offer.*
- *Dr. DeSiato complimented the American Airlines kiosks and also commented on how smooth the transition was.*
- *Ms. Rougeux asked about the press event on December 1st. Ms. Callahan responded that a press release will be sent out for this event on December 1st, Blue Angels #7 will be here to do the pre-season site visit.*

Chair Fisher requested to take the agenda out of order and move to New Business. Chair Fisher stated that during New Business he will request to go into Executive Session. Chair Fisher indicated there is one item of New Business that will have to come after Old Business.

New Business

- **Resolution #20 - Resolution Authorizing Amendment of General Airport Consulting Agreement with Arcadis of New York, Inc. For Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Ms. Callahan

Ms. Callahan explained that these four were selected as the general airport consultants when the City of Syracuse issued an RFQ in 2010 and will be expiring at the end of 2015. The Authority is currently drafting a new RFQ and stated that the new RFQ should be ready after January 1, 2016. Ms. Callahan explained that we need to continue to work on existing projects that are currently awarded to these consultants and this is why we need the extension. Ms. Callahan explained that this is one of the last transitional issues

that we have to deal with. As these contracts expire our goal is to have a library of new RFQ's and contracts and bid specifications that we can use moving forward. Currently we have to go through the process of rewriting everything so the Board will be seeing resolutions like this come up for the next year or two as different contracts expire. Once we get through the process we will then have a good set of documents that will require very little change in the future. Chair Fisher asked about the MWBE requirements. Ms. Callahan indicated that we are working with the Regional Advisory Board to schedule meetings in their counties to discuss MWBE outreach efforts and to let people know that there are opportunities outside the county.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #21 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Arcadis of New York, Inc. For Grant Ineligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #22 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Clough Harbor & Associates, LLP For Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #23 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Clough Harbor & Associates, LLP For Grant Ineligible Projects And Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #24 – Resolution Authorizing Amendment of General Airport Consulting Agreement with C & S Engineers, Inc. for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #25 – Resolution Authorizing Amendment of General Airport Consulting Agreement with C & S Engineers, Inc. for Grant Ineligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #26 – Resolution Authorizing Amendment of General Airport Consulting Agreement with William Taylor Architect, PLLC, D/B/A William Taylor Architects for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #27 – "Resolution Authorizing Amendment of General Airport Consulting Agreement with William Taylor Architect, PLLC, D/B/A William Taylor Architects for Grant Ineligible Projects and Issuance of Work Orders for Period not To Exceed One Year** was moved by Ms. Scruton and seconded by Dr. Chin and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #28 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with CDI Engineering (NY) LLC, D/B/A L.R. Kimball For Grant Eligible Projects and Issuance of Work Orders for a Period not to Exceed One Year** was moved by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #29 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with Faithful & Gould, Inc. for Grant Eligible Projects and Issuance of Work Orders for a Period not to Exceed One Year** was moved by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #30 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with Prudent Engineering, LLP for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Ms. Callahan
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #31 – Resolution Adopting the 2016 Regular Meeting Schedule for the Syracuse Regional Airport Authority** was moved by Dr. DeSiato and seconded by Ms. Scruton and was unanimously approved as amended with the date change from May 13th to May 6th.

The resolution was presented by Ms. Callahan
Ms. Callahan stated she did not feel the six meeting schedule was enough to keep the Board informed. Ms. Callahan explained that the proposed schedule was based on things that need be accomplished throughout the year, so there are more meetings at the beginning of the year as we are talking about the Airlines lease negotiations, budget preparation and capital plan. Ms. Callahan stated that is why there are more meetings scheduled in the beginning of the year. There is no off-site meeting scheduled in June since that will fall the weekend after the Air Show there will not be enough time to prepare for an off-site meeting. Ms. Callahan stated that there was a conflict with the May 13th meeting and proposed to change the date to May 6th.

Dr. DeSiato suggested that the time frame should be considered instead of trying to schedule the second Friday of the month. She mainly is concerned about the three weeks between the August and September meeting and that maybe the September meeting could be moved to the end of the month or possibly cancel the August meeting. Mr. Amond explained that the reasoning for the August meeting was prior to that there is a June meeting that is necessary to approve the budget and it seemed like a long time between June to September, so therefore August was scheduled to fill the gap. Ms. Callahan stated that if the schedule is adopted one of the meetings may not be necessary and can be canceled.

There was no further discussion regarding the resolution.
The resolution was adopted with amendment of the May date change: 8 ayes, 0 nays

- **Resolution #32 – Resolution Authorizing Amendments to the By-Laws of the Syracuse Regional Airport Authority** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Scruton and Mr. R. John Clark
There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Chair Fisher informed the Board that the next resolution will be deferred until after Executive Session at which point we will seek approval.

- **Resolution #34 – Resolution Authorizing the Creation of the Position of Executive Assistant for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Callahan

Mr. Johnson asked if there is a certain level of position that needs the Board's approval. Ms. Callahan explained that only if a new position is being created is the Board's approval required.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #35 – Resolution Designating Records Access Officer of the Syracuse Regional Airport Authority and Location Where Authority Records can be Publicly Inspected and Copied** was moved by Mr. Ulatowski and seconded by Dr. DeSiato and was unanimously approved with the amendment

The resolution was presented by Ms. Callahan

Ms. Callahan indicated that she currently handles the FOIL requests and would like to have the Aviation Contracting Officer handle these requests. Mr. Johnson asked who handles the appeal process for a FOIL request. Ms. Callahan stated it is the Board. Mr. Johnson asked if it should now be with Executive Director rather than with the Board. Chair Fisher said we can look into that. Ms. Callahan stated we do not currently have a FOIL process but can develop one. Ms. Callahan asked if the Board is okay with adopting the resolution naming the new FOIL officer and then work with the Governance Committee to create a FOIL policy. Ms. Rougeux asked if we should remove the name of the individual as the FOIL Officer and just keep the title as the Aviation Contracting Officer so if this job is vacated it will always be this position. Mr. R. John Clark agreed it would be better to just name the title. It was also discussed among the Board that it should not be a FOIL policy since the laws govern FOIL but it was suggest to have a FOIL process.

Ms. Rougeux made a motion to amend the resolution by removing the name of the individual and only state the tile of the FOIL Officer, Dr. DeSiato seconded the amendment.

There was no further discussion regarding the resolution.

The resolution was adopted as amended: 8 ayes, 0 nays

Standing Committee Reports/Supporting Materials/Correspondence

Chair Fisher asked the Board if anyone had any discussion regarding this agenda item. No one had anything further to discuss.

Old Business

Chair Fisher motioned to go into executive session to discuss matters pertaining to negotiation of collective bargaining agreements and the financial credit and employment history of a particular person. The motion was approved by Mr. Bey and seconded by Ms. Scruton. Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark and attorney Mr. John McCann went into executive session at 1:05 p.m.

Executive session ended at 2:01 p.m. No action was taken.

- **Resolution #33 – Resolution Approving Executive Director’s 2015 Annual Employee Evaluation** was moved by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved as amended

The resolution was presented by Chair Fisher

Mr. R. John Clark indicated there is a typo on the top of page two - it currently reads “American Association of Airport Professionals” but, should say “American Association of Airport Executives.” Mr. R. John Clark will submit a corrected resolution.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Adjournment

A motion was made by Mr. Johnson and seconded by Dr. DeSiato to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2:10 p.m.

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EXECUTIVE DIRECTOR'S

REPORT



Monthly Report
Christina R. Callahan, C.M.
Executive Director

1. Construction Projects

Completed/Ongoing

Terminal Improvements Project – conceptual design phase

Airfield Maintenance – construction completed on Sand Dome, Snow Removal Equipment Building, installation of new fuel pumps, base and top course of asphalt complete. Contractor will be back in the spring to repair any warranty items.

Republic Parking – Republic Parking took over management and operation of all parking facilities on December 1st. Work has begun on the installation of new revenue control equipment. Work expected to be completed by the end of February.

Authority Scheduled 2016

Runway 15-33 LPV Approach Obstruction Removal – Project was advertised 12/31/15 with a bid opening on 1/21/16.

Installation of Jet Bridge at Gate 1, South Concourse – contracts awarded, pre-con meeting held 1/14/2016, installation scheduled spring/summer 2016.

Tenant Completed/Scheduled

TSA Precheck Enrollment Center - open

American Airlines Rebranding of ticket counters, gates, signage – complete

2. Concessions

Notified of New York Times Bookstore rebrand. Work on Heritage Books will begin in February.

Obtained DBE Certificate from Local Food Concepts.

Proposal to close Market Express South.

Weekly meetings/updates with CFG, Local Food Concepts and Paradises

3. Legal

Negotiated Rental Agreement with Paradies (retail concessions) for storage space.

Received 6 FOIL requests, all were approved.

RFQ for General Airport Consultants and Independent Fee Estimates in final draft form.

Negotiated Lease Agreement with Civil Air Patrol for former “Sbarro’s” location, upper level south, pre-security.

4. Public Relations/Community Events/Communications

Snowball Express

Holiday music program

jetBlue inaugural flight to Ft. Lauderdale Jan 13th/ticket giveaway.

Distributed Winter edition of *Hancock Flyer*

Issued 6 Press Releases

Reviewed ABO guidance on website requirements/SRAA website in compliance

Social Media Stats

Everbridge emergency notification system

5. Syracuse International Air Show

Blue Angels Site Visit December 2nd

Held briefing with airport stakeholders

6. SRAA/RAB

Finalized 2016 Board Education Plan

Met with Economic Development and Tourism agencies/representatives from Madison and Cayuga counties. Discussed MWBE outreach efforts.

Proposal to bring “Syracuse” sign indoors, display in lobby

Resolution

2016

**RESOLUTION ADOPTING POLICY
FOR MEMBERS REGARDING
WRITTEN AND ELECTRONIC
COMMUNICATIONS
CONCERNING THE SYRACUSE
REGIONAL AIRPORT
AUTHORITY**

**RESOLUTION ADOPTING POLICY FOR MEMBERS REGARDING
WRITTEN AND ELECTRONIC COMMUNICATIONS CONCERNING
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the “Authority”) is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the “Enabling Act”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Authority is a local public authority as defined in Section 2(2) of the New York Public Authorities Law; and

WHEREAS, pursuant to Section 2799-ddd of the Enabling Act the Authority has 11 voting members and 8 non-voting members appointed by various municipalities and/or municipal bodies located within the Central New York region; and

WHEREAS, in order for the Authority efficiently and effectively carry out its purposes under the Enabling Act it is critical that communications between various Board members and Authority management be conducted in a reliable, efficient and consistent manner; and

WHEREAS, in connection therewith the Boards Governance Committee, in conjunction with Authority management, has developed and provided to the Board a draft Board Member communication policy (the “Communication Policy”) and has recommended to the Board that it adopt the Communication Policy in order to foster reliable, efficient and consistent communications between Board Members and Authority management.

NOW THEREFORE, AFTER DUE DELIBERATION HAVING BEEN HAD
THEREON, it is hereby,

RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts
on behalf of the Authority the Communications Policy in the form which is annexed hereto at
Schedule “A”; and be it further

RESOLVED, that this resolution shall take effect immediately.

Resolution Adopted Date:_____.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed:_____
Secretary

[Return to Agenda](#)



DRAFT

Syracuse Regional Airport Authority
Authority Board Member Communications Policy

Overview

In order to comply with its record retention policy, it is the policy of the Syracuse Regional Airport Authority (the “Authority”) that Authority Board (Board) members engaging in Authority business should do so through official channels. The Authority has established the following guidelines to follow when communicating regarding Authority business.

Written Communication

Each Board member will designate to the Executive Director’s office a physical mailing address to be used for official Authority correspondence. Any materials required to be transmitted to a Board member in written form shall be sent to this address. Board members shall also be responsible to advise the Authority in writing of any change to such member’s physical mailing address.

Electronic Communication

Board members will be issued an official e-mail address to be used during their term of service. All official electronic communications shall be sent to this e-mail address. This includes communication from Authority staff and from other Board members. All communications related to Authority business which are originated by Board members should be sent from their official e-mail address.

All e-mail sent or received in furtherance of Authority business using an Authority e-mail address (i.e., syraairport.org or syraauthority.org), and any information or attachment within such an e-mail, shall be a record for purposes of records retention and compliance with any applicable federal or state laws, including freedom of information requests. Board members shall have no reasonable expectation of privacy regarding any e-mail or attached materials sent or received via their Authority e-mail address.

Adopted: Draft

Resolution No.: XX

Resolution

2016

**RESOLUTION ADOPTING
PROCEDURE FOR PUBLIC ACCESS
TO RECORDS OF THE SYRACUSE
REGIONAL AIRPORT AUTHORITY**

Resolution No.

2016

**RESOLUTION ADOPTING PROCEDURE FOR PUBLIC ACCESS TO
RECORDS OF THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the “Authority”) is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the “Enabling Act”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Authority is a local public authority as defined in Section 2(2) of the New York Public Authorities Law; and

WHEREAS, pursuant to Section 87 of the New York State Freedom of Information Law (“FOIL”) all public agencies are required to promulgate uniform rules and regulations pertaining to the availability of agency records and procedures to be followed pertaining to access to agency records; and

WHEREAS, pursuant to Section 86 of FOIL “agency” is defined to include any state or municipal department, board, bureau, division, commission, committee, public authority or public corporation such as and including the Authority; and

WHEREAS, in connection therewith the Boards Governance Committee, in conjunction with Authority management, has prepared and provided to the Board a draft Procedure for Public Access to Records of the Authority (“FOIL Policy”).

NOW, AFTER DUE DELIBERATION HAVING BEEN HAD THEREON, it is hereby, RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts on behalf of the Authority the FOIL Policy in the form of which is annexed hereto at Schedule “A”; and be it further

RESOLVED, that this resolution shall take effect immediately.

Resolution Adopted Date:_____.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Section 1. Purpose and scope:

(A) This document provides information concerning the procedures by which records may be obtained.

(B) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Section 2. Designation of records access officer:

(A) The Board of the Syracuse Regional Airport Authority is responsible for ensuring compliance with the regulations herein, and designates the following person as records access officer:

Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

(B) The records access officer is responsible for ensuring appropriate agency response to public requests for access to records. The records access officer shall:

- (1) Acknowledge a FOIL request in a timely manner.
- (2) Immediately notify the Executive Director and General Counsel of receipt of a FOIL request.
- (3) Keep the Executive Director and General Counsel advised of the required timeline for issuing a decision on the FOIL request.
- (4) Upon receiving direction from the Executive Director or General Counsel, take one of the following actions:
 - (a) Make records available for inspection; or,
 - (b) Make a copy available upon payment of established fees, if any, in accordance with Section 8; or,
 - (c) Upon failure to locate records, certify that the Syracuse Regional Airport Authority is not the custodian for such records, or
 - (d) Deny access to the records in whole or in part and explain in writing the reasons therefor.

Section 3. Location:

Records shall be available for public inspection and copying at the office of the:

Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Section 4. Hours for public inspection:

Requests for public access to records shall be accepted, and records produced, during all hours regularly open for business. These hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m., except holidays.

Section 5. Requests for public access to records:

(A) A written request is required.

(B) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet.

(C) A response shall be given within five business days of receipt of a written request by:

- (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
- (2) granting or denying access to records in whole or in part;
- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(D) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(E) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed.

Section 6. Subject matter list:

(A) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(B) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(C) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7. Denial of access to records:

(A) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals.

(B) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(C) The following person shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Executive Director
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263

(D) Any person denied access to records may appeal within thirty days of a denial.

(E) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

(F) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(G) The person designated to determine appeals shall cause to be transmitted to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(H) The person designated to determine appeals shall inform the appellant and the Committee on Open Government of his/her determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (G) of this section.

Section 8. Fees:

(A) There shall be no fee charged for inspection of records;

(B) Copies may be provided without charging a fee.

(C) Fees for copies may be charged, provided that:

- (1) the fee for copying records shall be 25 cents per page for photocopies not exceeding 9 by 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
- (3) an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(D) The fee to be charged for a copy of any other record is based on the actual cost of reproduction and may include only the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
- (3) the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

(E) When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (D)(1) and (2) above.

(F) An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(G) An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(H) An agency may waive a fee in whole or in part when making copies of records available.

Section 9. Public notice:

A notice containing the title and business address of the records access officer and appeals person, and the location where records can be seen shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The Syracuse Regional Airport Authority has adopted a procedure governing when, where, and how you can see public records. This procedure can be seen at all places where records are kept. Records can be seen at:

Office of the Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

The following records access officer will help you to exercise your right to access:

Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263

If you are denied access to a record, you may appeal to the following person:

Executive Director
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263

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Resolution

2016

**RESOLUTION ADOPTING
SYRACUSE REGIONAL
AIRPORT AUTHORITY
BOARD DEVELOPMENT
COMMITTEE CHARTER**

**RESOLUTION ADOPTING SYRACUSE REGIONAL AIRPORT
AUTHORITY BOARD DEVELOPMENT COMMITTEE
CHARTER**

WHEREAS, the Syracuse Regional Airport Authority (the “**Authority**”) is a public benefit corporation, formed and operating pursuant to Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority requires the Authority to adopt a charter for each of its standing committees and effective as of the November 13, 2015 amendment to the By-Laws at Section 6.3.5, the Board Development Committee is one of the Authority’s standing committees; and

WHEREAS, a draft Board Development Committee Charter has prepared, considered and revised by the Boards Governance Committee which in turn has furnished such draft Board Development Committee Charter to the full Board and recommended its approval by the Board for adoption by the Authority; and

WHEREAS, the Board has determined that said draft Governance Committee Charter meets the requirements of Section 6.3.5 of the Organizational By-Laws of the Authority and the purposes for which such amendment to the By-Laws was implemented.

**NOW, THEREFORE, AFTER DUE DELIBERATION HAVING BEEN HAD
THEREON**, it is hereby:

RESOLVED, that the Board hereby approves the draft Board Development Committee Charter as attached to and made a part of this Resolution, and hereby adopts said Charter on behalf of the Authority; and

BE IT FURTHER RESOLVED, that this Resolution and Board Development Committee Charter shall take effect immediately.

Resolution Adopted Date: January __, 2016

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

BOARD DEVELOPMENT COMMITTEE CHARTER

ARTICLE I **PURPOSE**

Section 1.1 - Pursuant to Article VI, Section 6.3.5 of the Authority's By-Laws, the purpose of the Board Development Committee is to assist the Authority by:

1. Overseeing the development, education and training of members of the Board of the Authority and its various committees;
2. Keeping the Board informed of current best practices in Board member development, administration and management;
3. Reviewing on an annual basis various Board committee needs and composition;
4. On an annual basis recommending to the Board any changes to committee responsibilities or committee membership;
5. Soliciting information, input and recommendations from Board members and other appropriate sources regarding recommendations to the Mayor of the City of Syracuse concerning such public officers appointment of the chair of the Board and successor chairs of the Board as provided for in the Authority's enabling legislation (the "Enabling Act"); and
6. Perform any other tasks assigned to it by this Charter.

ARTICLE II **ORGANIZATION OF THE COMMITTEE**

Section 2.1 - Composition of Committee; Appointment of Members.

The Board Development Committee shall be established as set forth in and pursuant to Article VI, Section 6.3.5 of the Authority's By-Laws. The Board Development Committee shall consist of the four (4) officers of the Authority, to wit: the Chair, Vice-Chair, Secretary and Finance Officer. The Board will designate the Board Development Committee Chair.

Section 2.2 - Qualifications of Committee Members.

With the exception of the Secretary, Board Development Committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, Board Development Committee members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the Authority, or be an immediate family member of an individual that engages in private business transactions with the Authority

or receives compensation from an entity that has material business relationships with the Authority.

All members on the Board Development Committee shall be knowledgeable or become knowledgeable in matters pertaining to Board member development, administration and management.

ARTICLE III

DUTIES & RESPONSIBILITIES OF THE BOARD DEVELOPMENT COMMITTEE

Section 3.1 - Responsibilities.

To accomplish the objectives of good Board member development, administration and management, the Board Development Committee has responsibilities related to: (a) Board member development and management principles and practices; (b) evaluation of the Authority's Board member development and management policies; (c) overseeing all Board member development matters for the Authority; and (d) developing and conveying recommendations to the Mayor of the City of Syracuse regarding such public officers appointment of the chair of the Board and successor Board chairs as provided for in the Enabling Act.

Section 3.2 - Duties.

The Board has delegated to the Board Development Committee the power and authority necessary to discharge its duties, including the right to:

1. Meet with and obtain any information it may require from Board members, other committees and Authority staff.
2. Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the Committee deems necessary.
3. Solicit information, input and recommendations from Board members and other appropriate sources regarding recommendations to the Mayor of the City of Syracuse concerning such public officers appointment of the chair of the Board and successor chairs of the Board as provided for in the Enabling Act. In connection therewith, the Committee shall timely solicit such information and recommendations in order that it may confer with the Board concerning the Committees recommendation and convey such chair recommendation(s) as are approved by the Board to the Mayor of the City of Syracuse at least six (6) months prior to the expiration the term of a sitting Board chair, or in the case of an actual or anticipated premature vacancy of the position of Board chair, as soon as is practically possible under the circumstances.

Section 3.3 - Board Development Principles & Practices.

The Board Development Committee shall:

1. Develop and recommend Board member development, administration and management principles and practices for adoption by the Authority.
2. Based upon the Board member development, administration and management principles and practices, draft and recommend any proposed revisions to this Charter.

Section 3.4 - Evaluation of the Authority's Board Development Policies.

The Board Development Committee shall:

1. Review on a regular basis, and recommend to the Board updates as necessary to the Authority's Board member development principles, practices and policies.
2. Develop and recommend to the Authority any required revisions to the Authority's written policies as they pertain to Board member development principles and practices.

Section 3.5 - Other Duties & Responsibilities of the Board Development Committee.

The Board Development Committee shall:

1. Present annually to the Authority a written report of how it has discharged its duties and met its responsibilities as outlined in this Charter.
2. Obtain any information and training needed to enhance the Board Development Committee members' understanding of the current best practices in Board member development, administration and management trends.
3. Review the Board Development Committee's Charter annually, reassess its adequacy, and recommend any proposed changes to the Authority Board. The Board Development Committee Charter will be updated as applicable laws, regulations and Board member development, administration and management standards change.
4. Annually review, assess and make necessary changes to Board member development, administration and management principles and practices.
5. Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter.

Section 3.6 - Reports

The Board Development Committee shall:

1. Report its actions and recommendations to the Board at its regular meetings.

2. Report to the Board, at least annually, regarding any proposed changes to the Board Development Committee Charter and/or Board member development principles and practices.

3. Provide a self-evaluation of the Board Development Committee's performance of its duties and responsibilities on an annual basis.

Section 3.7 - Resources.

The Board will ensure that the Board Development Committee has sufficient resources to carry out its duties and responsibilities.

ARTICLE IV **MEETINGS**

Section 4.1 - Number.

The Board Development Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the duties and responsibilities outlined in the Charter.

Section 4.2 - Attendance.

Members of the Board Development Committee are expected to attend each committee meeting, in person or via video conference. The Board Development Committee may invite other individuals, such as members of management, in-house or outside counsel and technical experts to attend meetings and provide pertinent information, as necessary.

Section 4.3 - Meeting Agendas.

Meeting agendas will be prepared for every meeting and provided to the Board Development Committee members along with briefing materials five (5) business days before the scheduled Board Development Committee meeting. The Board Development Committee will act only on the affirmative vote of a majority of the members at a meeting or by unanimous written consent in lieu of a meeting. Minutes of meetings will be recorded.

Section 4.4 - Rules of Procedure.

All meetings of the Board Development Committee shall be conducted in accordance with Roberts Rules of Order, current edition.

Section 4.5 - Open Meetings Law.

Meetings of the Board Development Committee are subject to the provisions of the Open Meetings Law of the State of New York and shall be conducted in compliance therewith. Where

matters are ones that are authorized to be taken up in executive session, the Board Development Committee shall meet in executive session in accordance with the provisions of the Open Meetings Law of the State of New York and any other applicable laws and regulations.

Adopted by Resolution No. __ of 2016, January __, 2016

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Resolution

2016

**RESOLUTION
APPOINTING DR. SHIU-
KAI CHIN AS FINANCE
OFFICER OF THE
SYRACUSE REGIONAL
AIRPORT AUTHORITY**

**RESOLUTION APPOINTING DR. SHIU-KAI CHIN AS FINANCE
OFFICER OF THE SYRACUSE REGIONAL AIRPORT
AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the “**Authority**”) is a public benefit corporation, formed and operating pursuant to Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 4.5 of the Organizational By-Laws of the Authority as amended on November 13, 2015 grants the Board the power to elect, by ballot, a Finance Officer of the Board; and

WHEREAS, at its regular meeting, properly noticed and at which a quorum was present held on January 15, 2016, the Board waived the ballot requirement and elected by roll call vote Dr. Shiu-Kai Chin as its Finance Officer.

**NOW, THEREFORE, AFTER DUE DELIBERATION HAVING BEEN HAD
THEREON**, it is hereby:

RESOLVED, that the Board hereby approves and ratifies the election of Dr. Shiu-Kai Chin as the Boards Finance Officer as elected at its January 15, 2015 regular meeting; and

BE IT FURTHER RESOLVED, that this Resolution and Dr. Chins’ term as Finance Officer shall take effect immediately.

Resolution Adopted Date: January __, 2016

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

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STANDING COMMITTEE REPORTS

SUPPORTING MATERIALS

CORRESPONDANCE



Governance Committee Meeting Minutes

December 22, 2015

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Governance Committee from the meeting held on December 22, 2015 in the Department of Aviation Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 9:15 a.m. by Mr. Fisher.

I. Roll Call

In attendance: Dr. Shiu-Kai Chin, Ms. Beth Rougeux, Mr. Damian Ulatowski, Mr. William Fisher, Hon. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Ms. Heather Malinowski, Ms. Linda Ryan and Mr. John Clark.

Absent: Mr. Khalid Bey and Ms. Irene Scruton

II. Approval of Minutes from the Previous Meeting

A motion was made by Dr. Chin and seconded by Ms. Rougeux to accept the October 22, 2015 meeting minutes. The minutes were unanimously approved.

III. Old Business

There was no old business to be discussed.

IV. New Business

A. Draft Email Policy

Mr. Fisher asked that Ms. Callahan review the policy with the committee as far as its purpose and contents. Mr. Fisher stressed the importance, and stated he would stress this to the entire board at the next meeting, of board members exclusively using their SRAA assigned e-mail addresses only for all official SRAA business. The committee was pleased with the policy, however Mr. Clark suggested that it be added to the policy that

board members are required to provide a physical mailing address and are obligated to keep the Authority updated to any changes in mailing address. Ms. Callahan asked Mr. Clark to make that change and send it back for review so the committee could present it to the board for approval in January.

B. Draft FOIL Process

Mr. Fisher asked Mr. Amond to review the process with the committee. Mr. Amond explained that this policy was drafted using what can be found on the ABO website and covers the procedure that is already in use, but this document makes the process formal. Ms. Rougeux asked about the section that says the policy “shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation” and if it should be added when it would be posted in a paper, annually or otherwise. Ms. Callahan indicated that it would always be on our website and that should satisfy the requirement as it says “and/or”. Ms. Rougeux was concerned about individuals who did not have access to a computer. Ms. Callahan replied that if someone came in or called asking for the procedure we could send it to them. Mr. Clark agreed that having it on the website and providing it when asked would satisfy the requirement. Ms. Rougeux was satisfied with these options. Mr. Clark suggested that numbers 1-7 in section 5E be removed; keeping the first sentence only. Mr. Clark explained that numbers 1-7 outline the various scenarios. The committee concurred with this recommendation.

C. New Board Member from North Syracuse School District

Mr. Fisher stated that Scot McClintok had been appointed as a new board member effective January 1, 2016 until December 31, 2016 by the North Syracuse School District Board of Education.

D. Selection of Finance Officer

Mr. Fisher asked Ms. Callahan to explain the purpose of selecting a Finance Officer. Ms. Callahan explained that in the most recent updated by-laws a finance officer would be included to be responsible for oversight of all financial activities of the Authority as well as to serve as the Chair of the Finance Committee. Ms. Callahan announced that Dr. Chin agreed to be the Chair of the Finance Committee and Ms. Rougeux agreed to chair the H.R. committee. Ms. Callahan also explained that the board development committee would make those announcements at the January board meeting.

E. Draft Board Development Committee Charter

Mr. Clark explained the charter was drafted using other charters found on the ABO website. Mr. Fisher expressed that it is his hope that this committee will give guidance and suggestion to the Mayor when it is time for the Mayor to appoint a new Chair of the Syracuse Regional Airport Authority board. Mr. Fisher asked Mr. Clark to investigate if putting this process in the charter would be wise in order to establish a precedent for

future Chair appointments. Hon. Quill suggested adding a lead in time to the charter to the effect of “not less than x amount of time will the current chair announce their intention to step down”. The committee agreed this would be a good change. Ms. Rougeux asked about the portion of the charter that indicated annual reports for committees would be issued. Ms. Callahan explained that Governance publishes the annual report to the community, Finance publishes the budget, Audit publishes the audit report, etc. The committee agreed that the board development committee would be responsible for reviewing the governance report on board member evaluation and attendance and address any issues with the board members. Mr. Clark indicated he would make these changes.

F. Ms. Callahan indicated she had one more item to discuss even though it was not on the agenda.

She explained she reviewed the ABO guidance for authority websites after they conducted audits of other authority websites and reviewed the SRAA website and we were doing more than what was required. She said some layout changes had been made. Ms. Callahan asked the committee if they approved the removal of minutes older than two years, as the ABO does not require anything older than that be recorded, as well as meeting notices and agendas, as they are not required to be kept of any length of time. The committee agreed to remove the notices completely but keep agendas for the same two-year period as minutes are required.

V. Adjournment

There was no other business to be discussed.

A motion was made by Ms. Rougeux and seconded by Dr. Chin to adjourn. The meeting was adjourned at 9:58 a.m.

Respectfully submitted,

Mr. Bill Fisher

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Syracuse Regional Airport Authority
Cash Position

2015-16

KeyBank - DOA/SRAA

<u>Acct #</u>	<u>Acct Name</u>	<u>Type</u>	<u>Jun, 2015</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Average</u>
290117380			10,369.38	10,369.91	24.73	2.32	29.82	7.33	2,086.82
329687223308	Operating	Int	20,653,565.94	22,282,880.52	22,407,131.73	22,084,886.42	24,879,347.30	25,867,940.70	23,504,437.33
329687223332	PFC	Int	16,791,469.03	17,117,472.56	17,390,060.05	17,740,923.63	17,835,040.33	17,258,260.74	17,468,351.46
329687223316	DEC Escrow	Int	76,973.66	76,974.97	76,976.27	76,977.54	76,978.85	76,980.11	76,977.55
329687223290	123 Air Cargo Rd	Int	20,858.66	20,859.02	20,859.37	20,859.71	20,860.07	2,086.41	17,104.92
320295000022		(1)	962,845.65	962,862.00	962,463.71	941,556.80	941,572.79	340,183.32	829,727.72
329687223324	Restricted	EC (3)	4,196,292.48	3,813,661.59	3,742,732.36	4,709,565.51	2,454,034.59	3,541,714.08	3,652,341.63

KeyBank - SRAA

329681127141	SRAA	EC	37,561.03	37,523.59	37,523.59	37,523.59	37,523.59	37,523.59	37,523.59
329681169713	SRAA - Payroll	EC/Int (2)	-	-	-	-	-	-	-
329681185859	SRAA - Flex Spnd	EC (2)	-	-	-	-	-	-	-

<u>Total Cash on Hand</u>			42,749,935.83	44,322,604.16	44,637,771.81	45,612,295.52	46,245,387.34	47,124,696.28	45,588,551.02
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Type

EC - Earnings credit at 20 basis points

Int - Interest at 2 basis points

(1) Unexpended proceeds of debt issued by the City. Not transferred to SRAA per Airport Lease Agreement §5.3.

(2) Zero-Balance Account linked to Acct. 3308, which is a MM Checking Acct.

(3) Changed from Int to EC per July 7, 2014 e-mail to Yvonne

(4) Closed

Syracuse Regional Airport Authority
Cash Position

2015-16

Operating Cash Analysis

<u>Acct #</u>	<u>Acct Name</u>	<u>Type</u>	<u>Jun, 2015</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Average</u>
290117380			10,369	10,370	25	2	30	7	
329687223308	Operating		20,653,566	22,282,881	22,407,132	22,084,886	24,879,347	25,867,941	
329681127141	SRAA		37,561	37,524	37,524	37,524	37,524	37,524	
Total			20,701,496	22,330,774	22,444,680	22,122,412	24,916,901	25,905,472	
Less:	O,M&A Reserve	(A)	(5,632,354)	(5,632,354)	(5,632,354)	(5,632,354)	(5,632,354)	(5,632,354)	
	R&R Reserve	(B)	(441,228)	(441,228)	(441,228)	(441,228)	(441,228)	(441,228)	
	Discretionary	(C)	(8,930,010)	(8,930,010)	(8,930,010)	(8,930,010)	(8,845,010)	(8,845,010)	
	Est. 2014/15 Airline Rev Sharing		(2,750,000)	(2,750,000)	(2,750,000)	(2,750,000)	(2,750,000)	(2,750,000)	
Working Capital			2,947,905	4,577,182	4,691,088	4,368,821	7,248,309	8,236,880	

(A) - Target at 16.7% of annual budget for Operation, Maintenance and Administrative expense for current fiscal year.

To be used only to prevent deficiencies in the payment of O,M&A expenses.

2015/16	Add	Subtract
Year-end	50,000	

(B) - An amount not to exceed \$500K.

To be used only for emergency repairs or replacement.

2015/16	Add	Subtract
Year-end	18,000	

(C) - An amount up to \$2.7 million annually.

To be used for any lawful airport purpose.

2015/16	Add	Subtract	
10/15		85,000.00	Extend Allegiant MOU
Budget		725,000.00	Concourse furniture & flooring
Year-end	2,700,000		

Syracuse Regional Airport Authority
Operating Budget Summary

1/11/2016, 11:21 AM

	2015/16	2015/16	2015/16	\$ Var. - Prj.	\$ Var. - YTD
<u>REVENUE</u>	<u>Bdgt</u>	<u>Prj.</u>	<u>YTD Nov</u>	<u>From Budget</u>	<u>From Prj.</u>
Aviation	(14,324,300)	(14,324,300)	(6,321,700)	-	8,002,600
Services at Net	(9,242,700)	(9,242,700)	(3,875,000)	-	5,367,700
Other Operating	(4,063,900)	(4,063,900)	(1,749,600)	-	2,314,300
Non-Operating	-	-	-	-	-
TOTAL REVENUE	(27,630,900)	(27,630,900)	(11,946,300)	-	15,684,600
<u>EXPENSE</u>					
Airfield Ops & Maint	5,311,900	5,311,900	1,184,600	-	(4,127,300)
Terminal	8,975,200	8,975,200	1,798,400	-	(7,176,800)
Support	-	-	-	-	-
Special Events	-	-	38,800	-	38,800
Non-Operating	2,700,000	2,700,000	1,080,100	-	(1,619,900)
TOTAL EXPENSE	27,630,900	27,630,900	7,751,600	-	(19,879,300)
<i>Surplus/(Deficit)</i>	-	-	4,194,700	-	4,194,700

Exp. Code	EXPENSE	2015/16 Bdgt	2015/16 Pri.	2015/16 YTD Nov	\$ Var. - Prj. From Budget	\$ Var. - YTD From Pri.
	Airfield Ops & Maint.					
101	Salaries	1,769,400	1,769,400	602,600	0	(1,166,800)
102	Benefits	928,700	928,700	152,000	0	(776,700)
103	Expense	2,333,100	2,333,100	430,000	0	(1,903,100)
104	PRRSM	280,700	280,700	0	0	(280,700)
	Sub -	5,311,900	5,311,900	1,184,600	0	(4,127,300)
	Terminal					
111	Salaries	2,365,600	2,365,600	851,900	0	(1,513,700)
112	Benefits	1,526,000	1,526,000	372,100	0	(1,153,900)
113	Expense	2,723,500	2,723,500	574,400	0	(2,149,100)
114	PRRSM	2,360,100	2,360,100	0	0	(2,360,100)
	Sub -	8,975,200	8,975,200	1,798,400	0	(7,176,800)
	Support					
121	ARFF	3,055,800	3,055,800	726,600	0	(2,329,200)
122	Uniformed Security	2,392,900	2,392,900	701,000	0	(1,691,900)
	General Admin.					
123	Salaries	1,111,100	1,111,100	424,300	0	(686,800)
124	Benefits	556,300	556,300	379,600	0	(176,700)
125	Expense	3,430,800	3,430,800	1,418,200	0	(2,012,600)
126	PRRSM	96,900	96,900	0	0	(96,900)
	Sub -	10,643,800	10,643,800	3,649,700	-	(6,994,100)
127	Miscellaneous	0	0	0	0	0
	Special Events at Net					
128	Airshow	0	0	38,800	0	38,800
	Non-Operating					
131	PRRSM Transfers - Net	0	0	135,200	0	135,200
132	Discretionary Fund Tran	2,700,000	2,700,000	0	0	(2,700,000)
133	Restricted Transfers - N	0	0	944,900	0	944,900
	Sub-	2,700,000	2,700,000	1,080,100	0	(1,619,900)
	TOTAL EXPENSE	27,630,900	27,630,900	7,751,600	0	(19,879,300)
	<i>Surplus/(Deficit)</i>	0	0	4,194,700	0	4,194,700

Exp. Code	REVENUE	2015/16 Bdgt	2015/16 Prj.	2015/16 YTD Nov	\$ Var. - Prj. From Budget	\$ Var. - YTD From Prj.
	Aviation					
001	Landing Fees	(7,578,500)	(7,578,500)	(2,900,900)	0	4,677,600
002	AOA Lease/Rental Incc	(337,900)	(337,900)	(142,100)	0	195,800
003	Terminal Rental	(6,407,900)	(6,407,900)	(3,278,700)	0	3,129,200
004	Other	0	0	0	0	0
	Sub-Aviation	(14,324,300)	(14,324,300)	(6,321,700)	0	8,002,600
	Services at Net					
005	Parking	(8,197,900)	(8,197,900)	(3,196,800)	0	5,001,100
006	Concessions	(1,044,800)	(1,044,800)	(678,200)	0	366,600
	Sub-Services	(9,242,700)	(9,242,700)	(3,875,000)	0	5,367,700
	Other Operating					
007	Car Rentals	(3,495,000)	(3,495,000)	(1,540,400)	0	1,954,600
008	Ground Transportation	(92,700)	(92,700)	(41,800)	0	50,900
009	Land Leases	(476,200)	(476,200)	(167,400)	0	308,800
010	Other Revenue	0	0	0	0	0
	Sub-Other Operating	(4,063,900)	(4,063,900)	(1,749,600)	0	2,314,300
	Non-Operating					
011	Interest	0	0	0	0	0
012	Other Revenue	0	0	0	0	0
	Sub-Non-Operating	0	0	0	0	0
	TOTAL REVENUE	(27,630,900)	(27,630,900)	(11,946,300)	0	15,684,600

Status of SRAA Agreements

SRAA Agreements Expired

<u>Exp. Date</u>	<u>Party</u>	<u>Type</u>	<u>Est. Ann. Value</u>	<u>Notes</u>
03/15/2013	Interspace	Concession - Advertising	\$115,000	Reviewing draft RFP to be issued in 2016 - currently Month to Month
06/30/2014	Airlines	Master agreement for: American Eagle Delta jetBlue USAirways United UPS FedEx Air Canada		Optioned 1 year renewal through 6/30/2014 - currently Month-to-Month. Negotiating new contract to start in 2016.
3/31/2015	Hancock Estabrook	Retainer for legal services	Varies	
12/31/2015	Americar	Concession	10% of gross receipts	In the process of renewing
12/31/15	M&L Trucking	Lease	\$15,000	Tenant Not Renewing
12/31/15	Trego Dugan			Renewing with New Minimum Standards. Pending legal review.

Status of SRAA Agreements

SRAA Agreements Pending

<u>Exp. Date</u>	<u>Party</u>	<u>Type</u>	<u>Est. Ann. Value</u>	<u>Notes</u>
	Syracuse Jet	FBO		On-going Negotiation, currently with SJA.
	Landmark Aviation	Lease – FBO		Requested to consolidate multiple leases and review terms

Status of SRAA Agreements

SRAA Agreements Presented for Resolution, January 15, 2016

<u>Exp. Date</u>	<u>Party</u>	<u>Type</u>	<u>Est. Ann. Value</u>	<u>Notes</u>
None				

Status of SRAA Agreements

SRAA Agreements Expiring 2016/17 Fiscal Year

<u>Exp. Date</u>	<u>Party</u>	<u>Type</u>	<u>Est. Ann. Value</u>	<u>Notes</u>
7/31/16	International Airport Barber Shop	Lease	\$6,600.00	This is the 1 st of two possible extensions to the contract
7/31/16	Syracuse Regional Airport Taxi	Ground Transportation Services	Minimum of \$85,000 per year or 8 ½ percent of the total Gross Receipts	
7/31/16	Key Bank	ATM's	\$22,200.00	
7/31/16	Department of the Army	Right of Entry		For Inspection, Testing and Monitoring work.
8/31/16	SAS	Lease	\$3,334.86 plus 7% of it's monthly gross receipts	
09/30/16	Morphotrust USA, LLC	Lease	1 st 6 months is free then 4.50 per each enrollee	
11/15/16	GAT Ground Service	Lease	7% of Gross Receipts	
12/31/16	AT&T Mobility	Easement	\$625 per month	
12/31/16	General Airport Consultants	C&S	\$750,000	Working with Legal on RFQ
		Arcadis	\$750,000	
		CHA	\$750,000	
		William Taylor	\$750,000	
12/31/16	Independent Fee Estimators	L. R. Kimball	\$50,000	Working with Legal on RFQ
		Prudent Engineering	\$50,000	
		Faithful & Gould	\$50,000	
3/31/17	Cuse Car	Lease	\$1,020 per year	



Department of Aviation Monthly Report
December 2015

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Finished installing all delineators around service roads on the AOA side
- Spent the majority of the month moving into the new Sand Dome and SRE building – getting equipment situated
- Retraining the employees on snow equipment when it does arrive
- Re-cored brooms and changed cutting edges on plows where needed

Meetings I attended:

SAMCO Meeting

Weekly Staff Meetings

De-briefing Meeting with Blue Angels

Airport Maintenance Worker Interview

FSDO/Air Show Meeting

Airport Emergency Active Threat Meetings

Aircraft Rescue and Fire Fighting (ARFF)-Station 4:

Captain Terry Krom

- Responded to 17 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies
- Attended airshow planning meeting
- Annual testing and cleaning of the airport fire alarm system conducted
- Attended a meeting with TSA regarding multi-agency response to active threats at Syracuse Airport

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Day to day operation stuff, to include personnel issues, checking and ordering stock as needed, building walk throughs, assignment reviews, scheduling, meeting with vendors and any other task that pop up that require me or my staffs assistance

- Received 10 new outside receptacle trash/recycle units which have been placed out in the public area's in front of the parking garage, observation area and employee lot

Meetings:

Samco Meeting

Brian Dorman

2 Interviews for Custodial Worker

Pre-Discipline hearing

G4S:

Michael Calkins (Site Supervisor)

- Challenges – 1504
- Arrests - 0
- Property Checks – 2644
- Pistol Verifications – 0
- Parking Tickets – 106
- Uniform Traffic Tickets (UTT) – 0
- Incidents – 150
- DR Reports – 12

Travel/Miscellaneous:

Patty Jeschke (Secretary)

- Scheduled various meetings for the Executive Director
- Prepared correspondence for John Carni, Deputy Commissioner
- Arranged various travel requests (Patty)
- Completed all invoice forms received (Patty)
- Prepared all necessary paperwork for the Executive Director's signature from consultants
- Maintained files
- Continued to work with John Carni and individual Depts. on Que Centre.
- Continued to work with Deputy Commissioner/Beth Cooper on ASP – hopefully final copy!
- Scheduled events in conference rooms
- Revised Maintenance Training Manual for Maintenance Dept.
- Working on remodeling of front lobby area
- Completed secretarial area

Return to Agenda